

EMPLOYEE RECOGNITION AWARD REIMBURSEMENT/ PAYMENT FOR NON-CASH AWARDS
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SUBMIT TO DEPARTMENT OF ACCOUNTING, ACCOUNTS PAYABLE

ACTIONS OR ACTIVITIES RECOGNIZED (include dates):

TYPE OF RECOGNITION (i.e., gift certificate, lunch, tickets, etc.):

RECIPIENT (S)	\$\$ AMOUNT	SOCIAL SECURITY NUMBER*
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*Social Security Number is required for awards which exceed \$60 per person, are frequent in nature, (routine or expected) and/or are redeemable for cash. Awards meeting any of these criteria will be added to the gross income of the recipient and accounts payable will forward a copy of this form to payroll to withhold applicable payroll taxes. The only exception is for length of service, safety, and personalized (engraved) awards meeting specific criteria (see VII—TAX IMPLICATIONS and ATTACHMENT II). As a courtesy departments are encouraged to notify the employee of any tax consequences at the time the award is given.

If the award meets the criteria to be taxed please indicate the date the award will be given to the employee so that taxes will not be withdrawn before the award is received. Award Date _____

PAYEE _____

ADDRESS _____

CHECK AMOUNT _____ ACCOUNT CODE _____-55970-

DEPARTMENT _____ DATE _____

APPROVED BY _____ TITLE _____

Receipts or copies of gift certificates must be attached. If this is a pre-payment, receipt(s) MUST be turned in to Accounting within 5 days.

cc: HRM